essential LEARNING

Quick Guide for Learners

Elevate is designed to work on any Windows Operating System using Internet Explorer version 7.0 or above. Earlier versions of Internet Explorer and other browsers may work well for general functions but are not currently officially supported.

Go to your organization's training web site. If you do not have a link to follow, type the URL (site address) into the address bar in your browser. For example: http://YourOrgName.training.essentiallearning.com/

Users who may be curious as to whether their installed software meets with Elevate's specifications can click to check system requirements. Software marked in green is officially supported by the application. Software flagged in yellow will work on most major functions but is not officially supported. Software flagged in red should be upgraded as soon as possible; to upgrade your software for free, just click on the link in the Recommended column.

My Learning Page:

Your My Learning page is the main screen you will use for accessing trainings within the site. This page is divided into 2 tabs: Current and Completed. Current training requirements that have been assigned to you will appear on your Current tab, along with any elective courses or events you have enrolled in. Your Completed tab will display any courses or events you have completed. You may print certificates of completion from your Completed tab, as well as export your list of completed courses and events.

Many of the trainings on your My Learning page are grouped into **curricula**. These are groups of trainings that have been assigned to you by your organization.

Find Courses:

If you wish to take an online course or live training that is not assigned to you on your My Learning page, simply click on the Find Courses button at the top of your screen.

The Find Courses feature contains elective online courses
as well as live classroom trainings

You may search by any combination of course filters including Course Topics, Certificates or Accreditations and Keyword. The Keyword search does not search all content within each course, but searching in this manner will return all courses that contain the keyword(s) in either the title or course description.

For example, searching for "disorder" will return courses such as "Bipolar Disorder", as well as courses such as "Age Specific Care" and "Alcohol and the Family for Paraprofessionals" because those courses contain the keyword "disorder" within the course description.

Advanced Course Filters are also available by clicking on Show / Hide Advanced Course Filters. Advanced Course Filters allow you to search by any combination of Service Populations, Learner Types, Industry Sectors, Audio Options, Video Options, Flash Options, and Disability Accessible options.

To enroll in a course, select the "Enroll Now" button. Courses you have enrolled in will appear at the bottom of your My Learning page as Additional Training. Elective trainings do not receive required by dates.
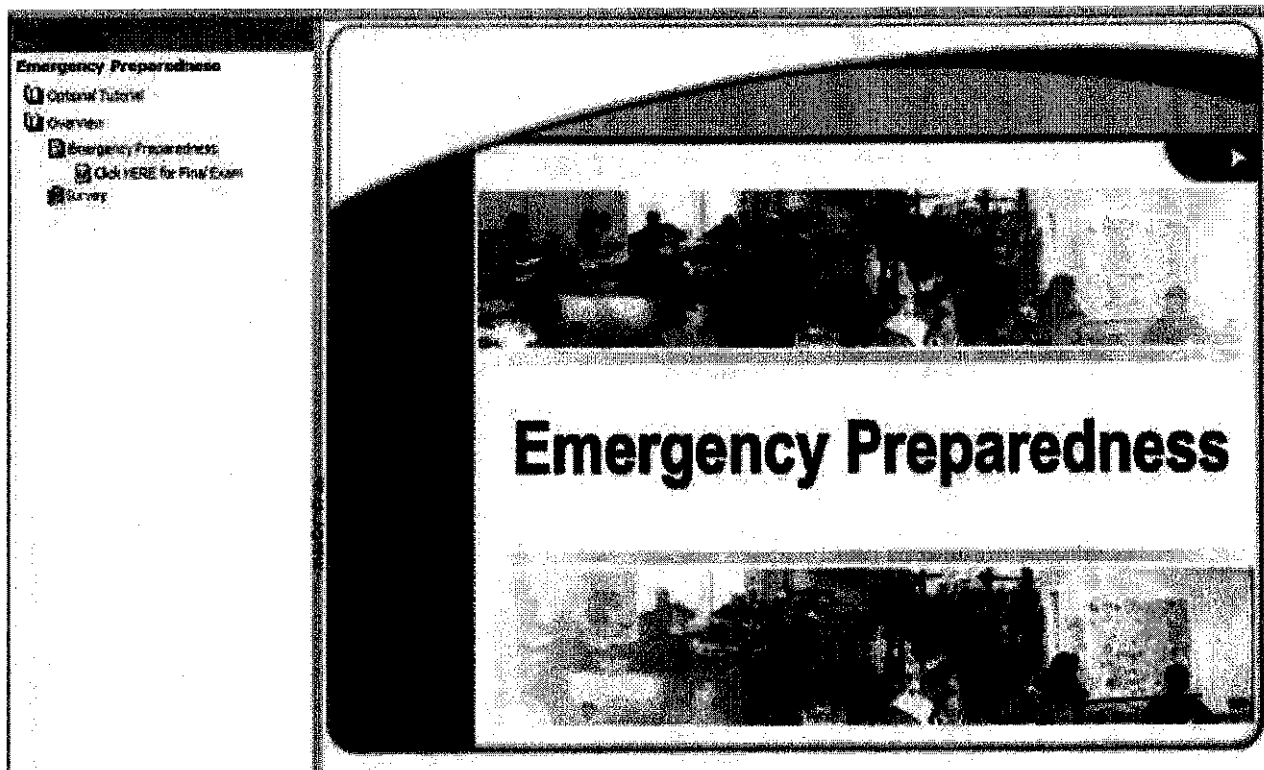
How to Navigate Through an Online Course:

To access an online course, simply click on the course title from your My Learning page.

The initial view you will see upon opening an online course includes the course menu on the left hand side of the screen and the course window on the right hand side.

The course outline consists of an Optional Tutorial (explaining how to navigate through a course), Overview of the course description and credit hours, and all course sections, exams and surveys that must be completed in order to receive full credit for the course. If an element is not contained within the outline, it is not considered mandatory for course completion (for example, if you do not see an exam or survey in the outline then you will not need to complete an exam or survey to receive full credit).

You may toggle the course menu bar open or closed by simply clicking on the arrow separating the two panels. To skip past the introductory video, simply click on the first section within the course outline.

To access a course section, just select the section title in the course menu panel.

Understanding the Navigation Buttons

Home	Return to your My Learning page.
My Learning	Includes three options:
View Courses and Events	View everything on your My Learning page without the news feed or General Announcements.
Withdraw	Remove yourself from a live classroom training or an online elective.
Career Paths	View courses that your supervisor may have recommended for you.
Find Courses	Sign up for elective online courses or live classroom trainings.
Resources (optional feature)	Your organization may decide to use these features which provide supplementary information for courses created by your organization. Includes two options:
FAQs	Includes answers to frequently asked questions about online courses or live classroom trainings. This is training-specific.
Glossary	A guide to the meaning of words found in online courses or live classroom trainings that you are scheduled to attend. This is training-specfic.
Collaboration (optional feature)	Your organization may decide to use this feature which allows learners to discuss an online class or a live classroom training with other employees at your agency.
Learner Resources	Includes six options:
Introductory Video	A quick video tour of your online training system. Audio/video required.
Learner Quick Guide	Link to Learner Quick Guide document to review, print, and save.
Learner Manual	Link to Elevate Learner Manual document to review, print, and save.
Computer Course Navigation Guide	Guide for navigating the course viewer in the Microsoft Office computer courses.
Accreditation Guide	General information regarding Accreditation, Continuing Education, and Essential Learning courses.
State Board Sheet	List of State Licensing Boards and State Accreditations.
Learner Webinars	Information on how to register for a live training webinar and link to Site Overview-Learner recorded webinar.